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Agency of Administration

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TO: General Assembly

FROM: Maribeth Spellman, Commissioner

DATE: January 15, 2015

SUBJECT: Temporary Employees Report – 2014

The enclosed report on temporary employees in calendar year 2014 is submitted in accordance with Act 163 Sec. 1. The report identifies by department the total hours worked by each temporary employee during calendar year 2014.

We were asked to identify the total number of temporary employees who have worked 1,280 hours in the prior calendar year; or in excess of 1,280 hours.

- Only one employee worked exactly 1,280 hours during the calendar year.
- 226 individuals worked in excess of 1,280 hours during the calendar year.

We were also asked to identify the total hours worked by each temporary employee. The enclosed report shows:

- 2,023 individuals were employed as temporary employees at some point in time in the calendar year.
- The data in the report sorted first by department to show those employees working the greatest number of hours. We have randomly assigned numbers to identify employees solely for the purpose of this report. We note the current status of the temporary employee if they are no longer serving in a temporary position.
- We note if an employee held multiple temporary positions to determine the total hours worked by employee in all jobs.
- We also indicate our recommendation regarding the future of the position for those positions held by employees working 1,280 or more hours.
- If a temporary role may be appropriate for conversion to a classified position it is the intent of the Administration to utilize position pilots or transfer and convert from existing vacancies to create the classified position.
- Several departments and agencies may have a legitimate need to utilize seasonal and fill in temporary employees. Seasonal employees staff a variety of activities that are not full time/full year activities, such as emergency snow plow drivers, historic site caretakers, and tax season support staff. Fill in temporary positions are essential to maintaining safe and appropriate

staffing levels by filling in for classified staff on leave or to cover vacancies until permanent staff are hired. It is particularly important to utilize temporary staffing in 24/7 facilities and operations such as correctional facilities, emergency call centers, and medical facilities.

It is important to remember that Act 163 did not take effect until July 1, 2014, half way through the calendar year. Many departments established their staffing plans for temporary positions based on the conditions of 3 VSA §331, at the beginning of the calendar year. At that time the maximum number of hours a temporary employee could work was limited to 1,520 hours per calendar year. Due to the mid-year change in the hours cap, more temporary employees worked in excess of 1,280 hours than will in this calendar year. One hundred temporary employees worked between 1,280 and 1,520 hours during the calendar year. Over this calendar year we will work closely with Agencies and Departments to ensure compliance with Act 163.